



CITY OF HOUSTON

Job Posting

1
2
3
4
5
6
7
8

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

ALL PERSONS INTERESTED
ADMINISTRATIVE SPECIALIST
PN# 107329
HOUSING and COMMUNITY DEVELOPMENT
FINANCE
UNDERWRITING & INVESTMENTS
601 SAWYER, 4TH FLOOR
MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Assist and/or prepare real estate closing documents for grant and loan transactions.
- Facilitate the collection of all documents required in City contracts needed for real estate closings on grant/loan transactions.
- Attend Pre-Construction Conferences.
- Attend and assist with real estate closings and resolve any expenditure or disbursement issues by implementing solutions.
- Compile and interpret statistical and graphical data related to section operations and performance.
- Prepare City contracts used in closing and funding real estate transactions.
- Coordinate contract activities with real estate underwriters, project managers, Assistant City attorneys, and outside lenders.
- Interpret and disseminate policies and procedural revisions for staff implementation.
- Perform other duties as required.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Liberal Arts or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Strong mathematical, written and verbal communication skills. Familiar with HUD and City regulations and procurement rules and RCA process. Previous closing experience along with a Loan Origination Certificate preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20

\$1,151 - \$1,574 Biweekly \$29,926 – \$40,924 Annually

18 **OPENING DATE**

October 26, 2005

19 **CLOSING DATE**

November 1, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

